



**King County**  
**PAYROLL ACCOUNTANT**  
**(ACCOUNTANT)**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**FINANCE AND BUSINESS OPERATIONS DIVISION**  
**PAYROLL SYSTEMS AND OPERATIONS SECTION**  
**Hourly Rate Range: \$23.44 - \$29.71**  
**Job Announcement: 06TS6065**  
**OPEN: 5/8/06      CLOSE: 5/29/06 (extended)**

**WHO MAY APPLY:** This career service position is open to all qualified King County career service employees and the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attention.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7<sup>th</sup> Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **[HR.FBOD@metrokc.gov](mailto:HR.FBOD@metrokc.gov)**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** A King County application form and data sheet, resume, and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>

**WORK LOCATION:** Exchange Building, 7<sup>th</sup> Floor, 821 Second Ave, Seattle, WA 98104

**WORK SCHEDULE:** This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally Monday through Friday, 8:00 a.m. – 5:00 p.m. May be required to work extended and/or flex scheduled work hours to respond to service needs

**PRIMARY JOB DUTIES INCLUDE:** The primary responsibilities of this position are payroll processing and accounting functions within Payroll Operations and coordination with systems functional and/or technical support.

- Function as one of three Payroll Accountants in Payroll Operations.
- Provide training to new members of Payroll Operations staff.
- Audit selected work of Assistant Accountants and/or other Accountants.
- Prepare agency checks/advice and manual checks.
- Process wire transfers and recalls for direct deposit and other payments.
- Balance and validate the payroll.
- Assist with coordination of the payroll process.
- Assist with processing garnishments and other general deductions.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Labor and Industry processing and reporting.
- Perform year end activities, which includes W-2 form processing.
- Generate payroll journal entries to the General Ledger.
- Balance and prepare payments to payroll vendors with each payroll.
- Respond to King County employee and outside customer inquiries about payroll related matters.
- Identify, research, and resolve payroll related issues.
- Develop, document and implement new procedures as necessary for efficient, accurate and compliant business processes.
- Coordinate with the Financial Management Section accounting staff to reconcile payroll accounts.
- Assist payroll staff in other payroll related duties as assigned by the Payroll Supervisor.
- Provide specialized and/or technical information that requires working knowledge of established policies, procedures and guidelines to internal and/or external customers.
- Create and maintain official filing/record keeping systems.
- Perform other duties/special projects as assigned.

#### ***QUALIFICATIONS:***

- Requires a Bachelor's Degree in Finance, Business Administration, Accounting, or a related field or the equivalent combination of education and experience in Payroll Accounting in a similar position.
- Minimum of three (3) years full-time payroll accounting and processing experience that includes a demonstrated knowledge of payroll practices, procedures, and functions within an overall organization of more than 5,000 employees.
- Demonstrated ability to apply and working knowledge of FICA, FIT, payroll and tax applications, including appropriate Federal, State and Local laws, regulations and ordinances to widely varied situations.
- Demonstrated analytical abilities are required to apply accounting procedures, interpret financial reports, direct payroll processing activities, and to resolve accounting problems.
- Working knowledge of GAAP and GAAS practices and procedures.
- Advanced knowledge of Word for Windows, Excel, E-mail and the Internet.
- Demonstrated ability to understand and execute complex verbal or written instructions.
- Excellent reading comprehension, reasoning, writing and oral communication skills.
- Demonstrated ability to work effectively and cooperatively with a diverse group of individuals and personalities in a confidential, tactful, diplomatic, and sensitive manner (in person, via telephone, and in writing).
- Demonstrated ability to work with minimal supervision and to meet fixed deadlines.
- Ability to perform multiple tasks, easily change priorities, and work with minimal supervision to meet fixed deadlines.

#### ***DESIRABLE QUALIFICATIONS:***

- Certified Payroll Professional (CPP) credential is highly desirable.
- Working knowledge of MS Access, Project, and Visio.
- Demonstrated experience in project management.

**NECESSARY SPECIAL REQUIREMENTS:**

- A minimum of two (2) years experience processing payroll.
- Working knowledge of payroll policies and procedures, including applicable Federal, State and County regulations.
- Washington State Driver's License or the ability to travel throughout the County in a timely manner is required.

**SELECTION PROCESS:** The applicants who meet the required qualifications and indicate that they possess the most competitive background in directly related experience, knowledge, and training will be called for interviews, which may include a skills test.

**UNION MEMBERSHIP:** This position is not represented.

**CLASS CODE: 2110200/ 211201**